



Self-Enrollment Quick Step Guide for all BLR Catalogs

- Log into the PS Portal Page (www.in.gov/spd/instep) and select the ELM link-you will want to close out the Portal page so you are not timed out of training.
- It is recommended to launch all CBT trainings in Internet Explorer

Step	Action
1.	<p>Navigate to this website to begin: http://www.in.gov/spd/instep</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the ELM Training link if you logged into address above.</p> <p>ELM Training</p> <p>If you logged directly into ELM you can skip to step #4.</p> <p>(https://hr85.gmis.in.gov/psp/lm90prd/EMPLOYEE/PSFT_LM90PRD/h/?tab=DEFAULT&cmd=login&errorCode=106&languageCd=ENG)</p>
3.	<p>NOTE: To ensure you don't time yourself out of the session while taking this course, you should close out the previous Portal PeopleSoft screen and keep only the ELM Training screen up on your desktop. If not, you will be timed out during your training session.</p> <p>Click the Close (X) button and then maximize the ELM screen.</p>
4.	<p>Click the Self Service link. (If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)</p> <p>▶ Self Service</p>
5.	Click the Learning folder link.
6.	Click the Browse Catalog link.
7.	Select the State Personnel Department category/agency link to access the course catalog.
8.	Select the BLR Training Catalog under the Related Categories link.
9.	<p>Select the appropriate category.</p> <ul style="list-style-type: none"> ➤ BLR Manager and Supervisor Catalog (Only available for manager and supervisor positions) ➤ BLR Customer Service Catalog ➤ BLR Health and Safety Catalog
10.	Review the catalog offerings by scrolling up and down the page and using the Next and Previous links in the upper right-hand corner of the screen.

Step	Action												
11.	Upon locating the desired training/course, click the course link or the Select link to the right of the course title. <i>(All courses in each catalog are listed in alpha order)</i>												
12.	Click the Enroll button to enroll into the course. From this page, you may also: <ul style="list-style-type: none">Click the Add to Plan button to enroll at a later time; or Click the View Details button to view additional information about the course.												
13.	On the next page, click the Submit Enrollment button.												
14.	Web-based training that does not require approval will be available to launch by clicking the Launch link in the bottom-left corner of the screen.												
15.	<p>Click the Launch button to the right of the course.</p> <table><tr><th colspan="4">Table Of Contents</th></tr><tr><th>Title</th><th>Status</th><th>Score</th><th></th></tr><tr><td>Coaching for Superior Employee Performance—Techniques for Supervisors</td><td>Not Attempted</td><td></td><td>Launch</td></tr></table> <p>If you receive a security warning, select the Yes option.</p> <p><i>The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.</i></p>	Table Of Contents				Title	Status	Score		Coaching for Superior Employee Performance—Techniques for Supervisors	Not Attempted		Launch
Table Of Contents													
Title	Status	Score											
Coaching for Superior Employee Performance—Techniques for Supervisors	Not Attempted		Launch										
16.	Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11.												
17.	<p>At the end of the training you will need to pass a quiz in which you will have three attempts to pass.</p> <p>Once you have you passed the quiz you will click the finish button and exit out the training window.</p> <p><i>If you need to retake the quiz hit the retry button.</i></p>												
18.	<p>Once you have completed the course you can log out of PeopleSoft ELM.</p> <p>If you would like to view additional training you can review our other training catalogs in <i>ELM/Main Menu/Self-Service/Learning/Browse Catalog/SPD/BLR Training Catalog</i></p> <p>If you have any questions please contact the Division of Employee Engagement at SPDtraining@spd.in.gov.</p>												